

CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN

SENIOR SPECIAL INVESTIGATOR

OPEN - SPOT FOR

ARCADIA, LOS ALAMITOS and SAN MATEO

ONLY

Visit our Website at www.chrb.ca.gov

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY	\$4350 - \$5249
FINAL FILE DATE	CONTINUOUS
FILING/REQUIREMENT INFORMATION	<p>ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. APPLICATIONS (Std. Form 678) MUST BE COMPLETED FULLY AND SIGNED.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the Application (Form 678). You will be contacted to make specific arrangements.</p>
HOW TO APPLY	<p>Standard State Application, form 678, may be filed in person or by mail to:</p> <p>WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY, SUITE 300 SACRAMENTO, CA 95825 (916) 263-6049</p> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.</p>
Application for Examination Information	<p>In completing question 11, on the first page of the Application (Form 678), you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:</p> <p>(1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or</p> <p>(2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or</p> <p>(3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.</p> <p>However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).</p>
THE POSITION	<p>A Senior Special Investigator, under direction, either (1) leads or reviews the work of a small staff of Special Investigators I in the performance of the field investigations; detects or verifies suspected violations of laws, rules or regulations; to make difficult investigations; or (2) in an assigned major area, has independent responsibility for an entire investigation program; or (3) conducts the most difficult and complex investigations; or (4) in an investigatory or law enforcement program to perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; and does other related work.</p> <p>The California Horse Racing Board is a POST certified agency and will require POST certification by all individual Senior Special Investigators.</p>
BENEFITS	<p>Employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available to choose from; retirement plan; and other benefits such as survivors' benefits, bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan.</p>
EXAMINATION PLAN	<p>This is an open - spot examination for the locations listed above specifically for the California Horse Racing Board. Eligibility will not be transferable to other State Agencies. Applications will not be accepted on a promotional basis, therefore career credits do not apply.</p> <p>The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW ONLY, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. Examination interviews will be held on an as needed basis.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental list will be established and merged with any existing CHRB Senior Special Investigator list. All successful applicants will be merged onto the list in order of final score, regardless of date of the test. Testing periods for this class is 24 months. You may test for this class only once in a testing period. The list will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
PEACE OFFICER STANDARDS	<p>THE FOLLOWING PEACE OFFICER STANDARDS WILL APPLY:</p> <p>Citizenship Requirement Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.</p> <p>Felony Disqualification Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code 1029, an applicant with a felony conviction will not be accepted for this examination.</p>

Age
Applicant must be at least 18 years of age.

Background Investigation Information
If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed under Peace Officer Standards) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Application (Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing question 11 on the first page of the Application (Form 678).

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a Special Investigator I, **Range B** in the California State service.

Or II

Experience: Two years of experience in investigation work at least one year of which involved complete responsibility for difficult and unusual cases; and
Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics
Willingness to work odd and irregular hours in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and good interpersonal skills.

SCOPE OF THE
EXAMINATION

- A. Knowledge of:
 - 1. Investigation techniques and procedures.
 - 2. Rules of evidence and court procedures.
 - 3. Techniques of identifying, preserving, and presenting evidence.
 - 4. Sources of information used in locating persons.
 - 5. Laws of arrest, search and seizure, service of legal process and the legal rights of citizens.
 - 6. Interviewing techniques.
 - 7. Duties of Federal, State, and local enforcement agencies.
- B. Skill in:
 - 1. Performing investigatory work.
 - 2. Planning, organizing, and directing investigations.
- C. Ability to:
 - 1. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
 - 2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
 - 3. Communicate effectively.
 - 4. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
 - 5. Analyze situations accurately, think and act quickly in emergencies, and adapt an effective course of action.

GENERAL INFORMATION

It is the Candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.
For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request to the California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, attention Wendy Matsuda.
Applications are available at the State Personnel Board, local Employment Development Department offices, and the California Horse Racing Board Offices.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)

California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049